



Pass-Through Form

Purpose:

For approval and processing of any single donation of money (including cash, checks, digital currency) to a troop or service unit in an amount of \$250 or more **OR** any donations requiring a receipt provided to the donor. Donations may be from an individual or organization and must be submitted directly to Girl Scouts of Alaska in accordance with the procedure below. This procedure is for IRS compliance and to ensure donor acknowledgement from GSAK by receipt for their tax records.

Pass-Through Procedure:

- The donating organization or individual should make out the check to Girl Scouts of Alaska. Include in memo line or by other supporting documentation: "Pass thru to Troop XXXXX" or "Pass thru to SU XXX"
- Pass-through donations to Girl Scout troops or service units should be mailed directly to the GSAK office or, for ACH deposits directed to the GSAK bank account:
 Girl Scouts of Alaska
 3911 Turnagain Blvd E.
 Anchorage, AK 99517

 First National Bank of Alaska
 Routing #: 125200060
 Account #: 15123664
- The donation must include a copy of this form along with the funds in order to be processed. Additional forms may be found on the GSAK website under "Forms."
- The full donation amount will be issued back to the designated troop or SU as an ACH deposit. Please allow up to (3) weeks from date of receipt by Council for deposit to the troop or SU.
- Acknowledgement and tax receipt is sent by GSAK to the donor thanking them for their gift.

NOTE: For **in-kind donations or donated gift cards** worth \$250 or more, troops must submit the Donations Form to GSAK, but not the donation.

Date of Form Completion: _____ Anticipated Receipt Date of Donation: _____

Troop Leader/Organizer: _____ SU or Troop Number(s): _____

Troop Bank Account Number(S) _____ (Routing number required for non-FNBA accounts)

Donor Name: _____ Donor Address: _____

Donation Amount: _____ (if split between troops, indicate each dollar amount.)

Donation from (if different than listed on the check, letter or other documentation): _____

Payment type: Check or ACH or other (please circle one)

Include Helpful Additional Donation Information: _____